



APPLICANTS GUIDE TO MINOR DEVIATIONS TO PLOT PLANS

Intent: The intent of the Minor Deviation procedure is to provide an administrative process for obtaining minor amendments to approved plot plans for Use Permits, Site Plans, and Variances. The maximum allowed change through the Minor Deviation process is an increase or decrease of 10% in area or height of buildings, or areas of yards, open space, work areas, or parking. It is not the intent to allow changes to plot plans that would violate the intent or purpose of the original approved permit or to add a new use on the property. See Zoning Ordinance Section 7609 for additional details. (Note that conditions within a permit Decision of Approval cannot be changed by Minor Deviation.)

Required Findings to approve a Minor Deviation:

1. The requested Deviation does not constitute a substantial change to the Use Permit, Site Plan, or Variance.
2. The requested Deviation will not adversely affect adjacent property or property owners.

Minimum Application Materials:

1. Application (DPLU form #346 & #346S). Be sure to include the permit number and describe the intent of the Minor Deviation on form #346S.
2. Plot Plans. Provide six copies of plot plans. Also provide exterior elevations of buildings if building changes are proposed. It is often helpful to show both the existing plan and the proposed changes by dashed or dotted lines. Plot plans should show the information listed in DPLU's Typical Plot Plan handout (form # 90A). (Plot plans must be folded to 8.5" x 11" in size with lower right-hand corner exposed.)
3. Two copies of Stormwater Management Plan (SWMP).
4. Applicable fees. Please refer to DPLU Fee Schedule #369 for fees.
5. Homeowner's Association approval. Homeowners Association consent or authorization is required for Minor Deviations proposed within planned residential developments.

Procedure: Applicants are encouraged to confer with staff prior to submittal of a Minor Deviation. No appointment is necessary to file a Minor Deviation. Minor Deviation applications are reviewed by DPLU staff and the Planning Director's decision on the Minor Deviation is final. There is a separate Deviation procedure for minor homeowner Deviations within planned developments (see Zoning Ordinance Section 7614).

